

**TOWN OF WILLIAMSPORT**  
**MAYOR AND COUNCIL MEETING MINUTES**  
**December 13, 2010**

A regular meeting of the Williamsport Mayor and Council was held on December 13, 2010, at the Williamsport Town Hall in Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II  
Assistant Mayor Anthony Drury  
Councilwoman Joan Knode  
Councilman Jim Kalbfleisch  
Councilwoman Tearza Knode  
Councilman Larry Jessop  
Councilman Tim Fraker  
Town Attorney, Ed Kuczynski

Also, present Donnie Stotelmyer, Town Clerk

Mayor James G. McCleaf II called the meeting to order. Mayor McCleaf asked all in attendance to stand for a moment of silence followed by the pledge of allegiance.

A motion was made by Assistant Mayor, Anthony Drury to accept the minutes of the regular meeting held November 8, 2010. Seconded by Councilwoman Tearza Knode with all voting in favor, motion carried.

**Financial Report**

Town Clerk Donnie Stotelmyer presented to the mayor and council the Town's financial report for November 2010. Councilman Jim Kalbfleisch made a motion to accept the report as presented, Councilwoman Tearza Knode seconded with all voting in favor, motion carried.

Town Clerk, Donnie Stotelmyer presented Budget Amendment 2011-02:

**Overview:** To increase general fund revenues and related expenditures for grant activity in fiscal year 2011, not previously included in the original budget.

**Detailed Summary:**

|                            |           |
|----------------------------|-----------|
| Grant Revenue/Other Income |           |
| Springfield Farm Barn Roof | \$2000.00 |
| Barn Maintenance           | \$2000.00 |

- To record grant award from Preservation Maryland for Springfield Farm Barn roof repairs

Councilwoman Joan Knode made a motion to adopt Budget Amendment 2011-02 as presented. Seconded by Councilwoman Tearza Knode with all voting in favor, motion carried.

And Budget Amendment 2011-03:

**Overview:** To increase general fund revenues and relates expenditures for grant activity for fiscal year 2011, not previously included in original budget

**Detailed Summary:**

|                                 |             |
|---------------------------------|-------------|
| General Donations/Special Event |             |
| Increase event revenue to       | \$19,000.00 |
| Expense-Economic Development    | \$5200.00   |
| Special Events                  | \$13,800.00 |

- To record event revenue

**Detailed Summary:**

|                            |           |
|----------------------------|-----------|
| Grant Revenue-other income | \$6789.05 |
| Grant expenses             | \$6789.05 |

- To record grant award from Chesapeake Bay Trust Urban Grant

**Detailed Summary:**

|   |             |
|---|-------------|
| Grant Revenue- state other                        | \$40,160.00 |
| CDBG – ADA Improvements to Williamsport Town Hall |             |
| Capital Outlay Buildings                          | \$40,160.00 |

- To record grant award from Community Development Block Grant

Councilwoman Tearza Knode made a motion to adopt Budget Amendment 2011-03 as presented. Seconded by Councilman Tim Fraker with all voting in favor, motion carried.

**Guests**

None

**Correspondence**

Mayor James G. McCleaf II read a thank you card from Mr. & Mrs. Bruce and Rex Rickley, thanking the mayor and council on making a memorial donation to the scholarship fund they have started in memory of their daughter who recently passed away.

Mayor James G. McCleaf II read a thank you letter from Ragnar Relay Series, thanking the mayor and council for use of the pavilion and Byron Memorial Park. The event raised over \$15,000 towards the ‘Back on my Feet’ a local charity based out of Washington DC that promotes self-sufficiency of the homeless by engaging them in running as a means to build

confidence, strength and self-esteem. There were also many teams who ran to raise money for various causes.

Mayor James G. McCleaf II read another thank you letter thanking the mayor and council for their generous support of the Cumberland Valley Century on August 14, 2010. The event attracted over 400 cyclists to Washington County, an increase of 14% from previous years. The riders are excited over the great bike riding our county offers and think our event is one of the best they have attended. Byron Memorial Park makes a great rest stop and the riders really enjoyed it. Plans are already being made for next years event scheduled for August 13, 2011.

Mayor McCleaf received correspondence from the Washington County Humane Society about the Polar Bear Plunge. This year's event is scheduled for Saturday January 1, 2011 at noon at River Bottom Park. The event seems to get bigger each year so this year they are hoping for 250 'polar bears' and more spectators than ever.

Mayor James G. McCleaf II informed the council that the town was notified that the State of Maryland will not be renewing the lease for the district office for Delegate Andrew Serafini. The office will be vacant on 12/31/2010. Delegate Serafini expresses his sincere appreciation for everything that the town has done to accommodate his office and for providing the space for the constituents of District 2A. This is part of a logistical change and cost savings. Delegate Serafini is committed to continuing the joint commitment to the citizens of Williamsport and working with the mayor and council.

## **Reports**

### **Board of Elections Supervisor**

No Report

### **Board of Zoning and Appeals**

No report

### **History and Museum Board**

Jerry Knode of the History and Museum Board reported that the Charlie Brown Christmas was held on December 4<sup>th</sup> & 5<sup>th</sup> and 11<sup>th</sup> & 12<sup>th</sup>. The event was a great success with over 7,000 visitors.

They have begun planning a long year of events for 2011.

### **Planning Commission**

No report

### **Land Use**

No Report

### **Legal Council**

Town Attorney Ed Kuczynski went over a proposed zoning ordinance submitted by town resident Carolyn Spinney as a zoning amendment proposal relating to a buffer zone which would include a minimum of 10 feet between all newly constructed commercial property and a homeowner's property. In the buffer zone, there should be planted rapid growing, well maintained trees and shrubs a minimum of 4-5 feet in height at planting initially to provide a dense border between properties as well as a retaining wall if elevations are uneven between properties. All architecture of the newly constructed commercial properties must be consistent with the architecture of the downtown Williamsport area to reflect the history and age of Williamsport. A public hearing before the mayor and council regarding this matter will be scheduled once the Planning Commission provides its report. Mr. Kuczynski also provided a copy of the current Chapter 38, "Garbage, Rubbish, and Refuge" of the Code of Ordinances for the Town of Williamsport which seems to address Mrs. Spinney's concerns with the same.

### **Code Enforcement**

Mayor James G. McCleaf II reported that after the first of the year he will be bringing a list of items to the council for their review, recommendations and considerations for code enforcement.

### **Sheriff's Report**

Mayor James G. McCleaf II gave the Sheriff's report for October 2010.

### **Council Reports**

Councilman James Kalbfleisch had no report

Councilwoman Tearza Knode reported that the Charlie Brown Christmas was a great event. She thanked everybody for helping and volunteering especially, Tim Fraker for the signs he made for the Town of Williamsport Decorating contest winners, there were 171 votes. Leiters Fine Catering for the hot chocolate and cookies, Roger Grimes and Bill Banzhoff for dressing as Santa, as well as, John Doub, Larry Allen, Jason Swope and family for setting up the train, Joan and Jerry Knode, Springfield Middle School Chorus for their performances, Mr. Henderson's 5<sup>th</sup> Grade class performance, Brett Smith, Bob Hays the DJ, Jack Myers, senior idol winner, Linda and Max Reed for the horse and carriage rides, Jean Sword for driving bus, Debbie Robinson coordinated the voting, Ted's Rent-It for the deal on the heaters, Weis Markets for the oranges, Diamond Electric and the Herald-Mail for the great coverage. She is very proud of the town and so far there were \$980.50 in donations collected to use towards the utility bill.

Tearza reviewed the winners of the Christmas Decorating contest:

### **Best Overall House**

- Ron Eyler – 20 E Potomac St
- Robert Scheidegger – 227 Maplehurst
- George Stumbaugh & Neighbor – 132/130 S. Vermont St

## **Best Entryway**

- 215 Potomac St – William Carrier
- 200 A S Artizan St – Steve Lamberson
- 28 S Conococheague St – Darlene Moats

## **Best Business**

- Rosemary's Florist
- Odyssey Gifts
- Desert Rose Cafe

Assistant Mayor Anthony Drury thanked everyone who participated in the town's Christmas parade and he thanked the merchants for their help with the parade and the decorations.

Councilwoman Joan Knode commented that the Charlie Brown Christmas was a great event and Councilwoman Tearza Knode will have a more detailed report.

Councilman Larry Jessop thanked the merchant volunteers for the street decorations, Junior Brown for volunteering to redecorate the basement of the Community Building. Les Guessford for the hole he dug for the basketball hoop for the Boys and Girls Club which now has 20 kids enrolled in the program. He thanked Leftovers for the carpeting they donated for the basement as well.

Councilman Tim Fraker reported that there will be a Pool Committee meeting at Town Hall on Wednesday, January 12, 2011. He was amazed at the barn and it was a wonderful event and the lights in the park look good too. He thanked the town staff and he commented that the Boys and Girls Club here in Williamsport is going good.

## **Mayor's Report**

Mayor James G. McCleaf II reported on the following, that the Charlie Brown Christmas was a great family event. They sold 27 Christmas ornaments and several of the canal burrows. As a result of the event there were two weddings booked and a graduation party. He also reported that the Town of Williamsport Christmas Parade went well and he thanked the town staff for their participation. He reviewed with the council that he felt there was no need to hold a workshop meeting on January 3, 2011. The council agreed and the meeting was cancelled. He suggested to the council that the Town hold a live Christmas tree pickup on January 14<sup>th</sup> and 21<sup>st</sup> of 2011.

The mayor wished everyone a Merry Christmas and a Happy New Year.

## **Unfinished Business**

Mayor James G. McCleaf II reviewed with the council the Youth Baseball Field Long-term User Agreement with Conococheague Little League. Mayor McCleaf reviewed with the council that this was introduced at the November council meeting. Mayor McCleaf stated

that this agreement would need to be voted on. Councilwoman Tearza Knode made a motion to adopt the agreement with Conococheague Little League, seconded by Councilwoman Joan Knode with all voting in favor, motion carried.

Town Attorney Ed Kuczynski informed the council the agreement will be in effect 20 days after this vote.

### **New Business**

Mayor James G. McCleaf II held discussion on the Town of Williamsport's holiday parking schedule. They agreed that there would be a two-week two hour free holiday parking starting December 18, 2010 through January 2, 2011.

Councilman Tim Fraker made a motion to permit the free parking, seconded by Assistant Mayor Anthony Drury with all voting in favor, motion carried.

Mayor James G. McCleaf II held discussion with the council the tentative 2011 Calendar of Events. Councilwoman Joan Knode reviewed with the council some of the events already scheduled. Mayor McCleaf suggested that this be placed on the agendas for the January Council meeting.

Mayor James G. McCleaf II informed the council that Rehoboth UMC of Williamsport has requested to hold its annual street fair scheduled June 4, 2011. Councilman James Kalbfleisch made a motion to permit Rehoboth UMC to hold its street fair. It was seconded by Councilman Larry Jessop seconded with all voting in favor, motion carried.

Mayor James G. McCleaf II reviewed with the council the rebid schedule for the Town of Williamsport's pump station project. The schedule is as follows:

Advertise bids on December 22 and 29, 2010

Re-bid meeting January 6, 2011 at Williamsport Town Hall at 1:30

Bid Opening January 20, 2011 at 1:30 at Williamsport Town Hall

Mayor James G. McCleaf II reviewed with the council a request from Boy Scout Troop 965 from Havre de Grace, Md. The troop is requesting permission to camp in Byron Memorial Park on Wed. Aug 17, 2011 for one night, use pavilion #3 and the use of the shower facilities at the Williamsport Pool. Troop 965 is willing to pay for the use of these facilities.

Councilwoman Joan Knode made a motion to allow Boy Scout Troop 965 to camp at the park and use the requested facilities. Seconded by Assistant Mayor Anthony Drury with all voting in favor, motion carried.

### **Citizen Participation**

Nick Russell town resident and owner of Antietam Paving informed the mayor and council that he had won a judgment against W. F. Delawter for non-payment from the I & I Sewer project. Mr. Russell was asking the mayor and council if they could withhold the monies owed to him by W. F. Delawter for the project. Town Attorney, Ed Kuczynski stated with the history of the situation it would not be proper forum and that the town could not divert payment from W. F. Delawter to Antietam Paving. The punch list is complete and W. F. Delawter will be paid.

A motion was made by Councilman Tim Fraker, seconded by Assistant Mayor Anthony Drury, to adjourn, with all voting in favor, motion carried, meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer  
Town Clerk  
Town of Williamsport